

Subject: Mailbox Guidelines

Problem: The Deed Restrictions state that all mailboxes need to conform to the standard, but the standard has not been directly communicated to the homeowners. This causes continued questions from the homeowners and inconsistency in the mailboxes.

Statement: The section of the VAC HOA Deed Restrictions that apply to this policy are:

1. Section 2.19 - "All mailboxes must conform to the standard in the subdivision".

Policy:

1. Mailboxes must be kept in good condition at all times.
2. Mailboxes must conform to the standard size and shape, and must be purchased by:
Cedar Craft Wood Products
776 Reynoldsburg-New Albany Road
Jefferson Township, Ohio
(614) 759-1600
3. Mailboxes are to be stained with:
Behr Cedar DP391 Base #20 (available from Home Depot).
4. House numbers are to be black, 4 inches in height, and be attached to both sides of the mailbox.
5. If a homeowner has any questions about size, color or placement of mailboxes, they should contact the Trustees before installation or repair.
6. Neither the Trustees nor the Property Upkeep and Use Committee will patrol the subdivision looking for Deed Restriction violations.
7. Deed Restriction violations should be brought to the attention of the Property Upkeep and Use Committee in writing. The Property Upkeep and Use Committee will not address anonymous complaints.
8. The identity of homeowners submitting Deed Restriction violations will remain confidential to the Property Upkeep and Use Committee and the Trustees.
9. The Property Upkeep and Use Committee will make an evaluation of the situation to determine if a violation actually exists.
10. If it is determined that a Deed Restriction violation has occurred, a letter will be sent to the homeowner requesting immediate compliance to the Deed Restrictions.
11. Homeowners who have not complied with the request, or who have not made special arrangements with the Property Upkeep and Use Committee within the specified timeframe will receive a second reminder letter. The timeframes for completion will be based on the complexity of the request.
12. Homeowners who have not complied with the request, or who have not made special arrangements with the Property Upkeep and Use Committee within the specified timeframe may receive a third letter stating that the Trustees will bring the situation into compliance and charge the homeowner for all costs associated with the correction. The timeframes for completion will be based on the complexity of the request.
13. Accounts for homeowners who have not paid for the correction, or who have not made special arrangements with the Property Upkeep and Use Committee within 30 days of correction will be turned over to a Collection Agency. A penalty of up to 50% of the balance will be added to the outstanding balance.
14. Appeals for decisions made by the Property Upkeep and Use Committee may be made to the Trustees. Trustee decision will be final.